

Fall 2010 Student Teaching Agreement - U.S.

1. Communications

The Office of Field Experiences utilizes Potsdam and TaskStream e-mail for all correspondence. On a daily basis students need to check, open, read and maintain every e-mail message and refer to them when necessary. Failure to do this will mean that students will miss important information that may affect their student teaching placements. If asked to RSVP for a meeting, please do so immediately.

2. Required Text and TaskStream Subscription

- Refer to the web site: <http://www.potsdam.edu/academics/SOEPS/fieldexperiences/apply.cfm> for up-to-date student teaching information and to print a copy of the official course textbook, *Guide to Student Teaching*, that will answer many questions;
- students must subscribe to TaskStream by the first week in December if student teaching in the spring or by the first week in May if student teaching in the fall, and the subscription must remain in force for the full student teaching experience;
- if students need to subscribe to TaskStream, they can go to www.taskstream.com and click on SUBSCRIBE TODAY; and
- students must upload their résumé, autobiographical sketch, and lesson plan when they receive the placement e-mail including the placement I supervisor's name.

3. Dispositions

Students in professional education certification programs should demonstrate values and attitudes that are consistent with the highest professional standards. Students must continuously demonstrate these qualities in concrete ways in their interactions with their peers, with college faculty, with personnel in the cooperating schools, and especially with school students. SUNY Potsdam's procedure for the enforcement of the Academic Honor Code lies within the campus judicial system. The College judicial procedures and students' rights within these procedures are listed in the "Code of Student Rights, Responsibilities and Conduct" found in the Guide to Student Life (or at <http://www.potsdam.edu/studentlife/studentconduct/honorcode/index.cfm>). The Campus Judicial System, in consultation with the course instructor(s), will assign appropriate sanctions should it be determined that a student is responsible for violation of the Academic Honor Code. Student teachers must behave in a professional manner and:

- **always maintain honesty and integrity as outlined in SUNY Potsdam's Academic Honor Code;**
- **model effective and appropriate spoken and written English in keeping with expected school community standards;**
- **review *myspace.com*, *Facebook* and *Twitter* accounts and eliminate any inappropriate text and photos;**
- **personal use of the Internet, computer games, music, instant messaging, text messaging, cell phone use and activity involving the use of *myspace.com*, *Facebook* and *Twitter* are not a part of the school day;**
- **understand that personal and intimate relationships with students are inappropriate, including but not limited to hugs, phone calls, text messages, e-mails, meetings outside of school, and beyond the end of the student teaching experience;**
- maintain obligation to students and sponsor teacher to be in school every day and be punctual;
- respect confidentiality;
- understand that teaching by example must be constant and be a positive adult role model;
- exhibit behavior of teacher, not friend to the students and look like the teacher, not one of the students;
- wear clothing that is neat, clean, pressed, covering midriff, and not transparent and wear skirts of appropriate length;
- keep tattoos covered at all times, wear minimal jewelry and remove body rings, such as nose ring, eyebrow ring or tongue ring;
- maintain clean and neatly groomed hair and facial hair;
- take responsibility for one's own actions (the student teaching experience deserves priority over all commitments such as taking courses, working or participating in sports and the sponsor teacher has the right to request that you are dismissed if other priorities take precedence);
- follow through on responsibilities/tasks and accept and act positively when given constructive suggestions;
- complete work in a timely fashion, meeting all deadlines as established, read and follow directions and avoid blaming others;
- submit Part II (résumé, autobiographical sketch, lesson plan) by the deadline: **February 26, 2010**; and
- students must make introductions to BOTH sponsor teachers and College Supervisors within 2 weeks of the placement e-mail and attend the College Supervisor's Orientation. Failure to do so may result in cancellation of the student's placement(s).

4. Personal Education Records

Academic advisors, supervisors, and the Coordinator for Student Teaching have access to education records for the purpose of assisting student teachers throughout the process of becoming professional educators. Education records include but are not limited to: academic records; dispositional assessments; field experience ratings; judicial records; permanent products on TaskStream; and information from faculty and staff. If a district requests, the Coordinator is authorized to release this information.

5. Student Teaching Academic Audit

- The Coordinator of Student Teaching audits required sequential coursework in order to determine students' eligibility.
- Students must continually check SUNY Potsdam e-mail for information on audit results 30-40 days after the Part I application deadline.
- Student teaching applications will not be processed when students fail to follow-up on audit results and recommendations as instructed in the audit e-mail.
- If, upon the first audit, the student is ineligible to student teach, it is the student's responsibility to meet the academic criteria and re-apply to student teach.
- Seek accurate information about academic requirements from an Education advisor only.

Program Level	Program	GPA Requirements			Credit Hours	Forms
Graduate	Childhood; Adolescence	3.0 overall min. 2.0 in each course 3 grades of less than a 3.0 warrants a meeting with Advisor and Dean			Completion of 21 graduate credit hours	Approved Program of Studies Form must be submitted to Office of Graduate Studies
Undergraduate	Early Childhood; Childhood; Childhood/ Early Childhood	Education	Specialization	Overall	Majority of courses must be completed	Advisement Guide on file
		2.75 overall min. 2.0 in each course	2.5 overall min. 2.0 in each course	2.5		
	Adolescence English; Math; Social Stds.; Foreign Lang.	Education	Major	Overall	Majority of courses must be completed	Advisement Guide on file
		2.75 overall min. 2.0 in each course	2.5 overall min. 2.0 in each course	2.5		
BA/MST Option A or B	Science	Educ.	Major	Overall	Completion of 21 credit hours	Advisement Guide on file
		2.75 overall min. 2.0 in each course	2.75 overall min. 2.0 in each course	2.75		

6. Student Teaching Course Registration

Timeframe	Program Level	Task
April (Fall Student Teaching) October (Spring Student Teaching)	All Student Teachers	Office of Field Experiences will send a message to students' SUNY Potsdam e-mail accounts outlining registration procedures and courses for which to register; students need to register for all the courses listed in order to receive appropriate credit.
April (Fall Student Teaching) October (Spring Student Teaching)	Undergraduate	Early Childhood, Childhood and Childhood/Early Childhood students must meet with their Education advisor before they can register for student teaching to remove the "advising hold."
		Secondary students must meet with their Arts and Sciences major advisor before they can register for student teaching to remove the "advising hold."

Note: If students have a "hold" with another office on campus, they must take care of this "hold" before they can register.

Registering for Student Teaching Abroad:

- Registration is OVS 409 for undergraduates and OVS 509 for graduates.
- It is recommended that students complete the NYS Teacher Certification Examinations before leaving and students must register for the exams on-line at www.nystce.nesinc.com.

7. Student Teaching Dates

- **Placement I Dates:** Wednesday, September 1, 2010 - Thursday, October 21, 2010
- **Placement II Dates:** Monday, October 25, 2010 - December 21, 2010
- Students will follow the central school district calendar and attendance of 75 days is required for student teaching in order to be recommended for certification.
- Fall student teachers are required to attend Superintendent's Day activities that are scheduled prior to the start of school.

8. Seminar (Syllabus/Agenda accessible on-line at: <http://www.potsdam.edu/academics/SOEPS/fieldexperiences/apply.cfm>)

- **Seminar Dates: August 23, 24, 25, 2010 and October 22, 2010**
- **Attendance is mandatory at all four dates in order to receive the 2-credit hours.**
- Print and bring the Student Teaching Seminar Syllabus and Agenda to the Seminar.
- Parking permits must be obtained from University Police so that students can park on campus during student teaching semester. Tickets will be administered if students do not have the appropriate permit.
- Students must dress as if they are going to a job interview. Failure to do so will result in dismissal for the day and students will be required to make up the missed Seminar day during the following semester.

9. Placement Process

- The Coordinator of Student Teaching mails a letter to designated Student Teaching School Districts – Regional Areas, requesting tenured sponsor teachers.
- The Coordinator of Student Teaching, faculty, superintendents, principals, and sponsors interact in order to approve and secure placements.
- The Office of Field Experiences receives the list of tenured sponsors from central school districts.
- Some districts prefer a provided list of the students wishing to be placed in that area; that district will then review the portfolio, select the student teaching candidates, interview those selected, and decide which students they will accept.
- Practicum mentors may request a specific student in writing; therefore, a pre-student teaching assignment may become a student teaching assignment with the approval of the district.
- The Office of Field Experiences mails confirmation letters and application materials to the schools; districts have the right to refuse acceptance of any student; **NOTE: districts have declined to accept specific student teachers because of a poorly written résumé, lesson plan, or autobiographical sketch.**
- The Coordinator of Student Teaching assigns placement supervisors and sends confirmation e-mails to supervisors.
- The Office of Field Experiences e-mails the student teachers' SUNY Potsdam accounts, informing them of partial or complete placement information. If student teaching in the fall, placement information is sent the first Friday in May; if student teaching in the spring, placement information is sent the first Friday in December; if the sponsor's name but not the supervisor's name is received, continue to check e-mail for more information; there is a strong possibility that the first student teaching placement will be with the pre-student teaching mentor teacher; there is **no guarantee** that the preferences submitted on Part I of the student teaching on-line application will be granted.
- Any changes or cancellation of placements will be e-mailed to students immediately; therefore, it is crucial that students check their SUNY Potsdam accounts regularly.

10. Placement Process Challenges

Part I of the on-line student teaching application requires applicants to "rank" the top counties/regional areas preferred. Placements rely on supply and demand. School districts typically lack enough sponsor teachers for students. In consideration of this difficulty, student teachers must be willing to accept any preferences listed in his or her Part I. Furthermore, please consider that:

- NYS budget constraints require SUNY Potsdam to utilize the following schools/regions where SUNY Potsdam has qualified regional supervisors in the education field.
- Other colleges located in NYS make placements within that college's particular geographic area, thus eliminating SUNY Potsdam from making placements in certain areas.
- One placement must occur in a "high needs" school.
- Districts may have a policy regarding how many student teachers a sponsor can host, restricting placements in some districts.
- When teachers change grade levels or implement a new curriculum, administrators may not approve of the teacher sponsoring.
- Teachers must be tenured.
- Testing in the various grade levels affects when teachers are willing to sponsor; therefore, they often request specific placement periods.
- Teachers may have already sponsored a student from another university; therefore they may not be eligible to sponsor again in the same academic year.
- Teachers may be mentoring new teachers and do not have the time to devote to a student teacher.
- Several students may request the same geographical area.
- Some districts want to "take a year off" and may have agreements with other institutions.
- **Under no circumstances are student teachers to seek student teaching placements on their own.**
- Placements are difficult to obtain; travel may average 40 miles each way to your placement(s) - in any district or regional area.

11. The Professional Development Plan (PDP), Student Teaching Review Committee (STRC) and Remediation Program

The supervisor, in collaboration with the sponsor teacher, must develop a PDP when students are experiencing difficulty. Examples include but are not limited to: doing “just enough to get by,” and having excuses for arriving late, leaving early, absent and/or turning in poorly prepared lesson plans. The on-line PDP form must be completed and submitted to the Coordinator of Student Teaching, and it should include the following:

- defined deficiencies;
- suggestions for assisting the student teacher; and
- desired outcomes.

The following procedure is for an STRC Meeting:

- STRC convenes when a student teacher has made minimal or no progress and issues cannot be resolved among the supervisor, the sponsor teacher, and the student teacher;
- the supervisor notifies the Coordinator of Student Teaching of an unsuccessful completion of student teaching;
- the Coordinator of Student Teaching meets at the school with the student teacher, sponsor teacher, supervisor, program coordinator or designee, and administrator;
- the PDP is reviewed by the supervisor;
- the supervisor provides input;
- the sponsor teacher is asked to provide specific examples;
- others provide input;
- the student teacher provides input;
- the Coordinator of Student Teaching verbally summarizes;
- the student is asked to leave the meeting so an Executive Committee session can convene and establish recommendations;
- the student returns to the meeting and the Coordinator of Student Teaching provides verbal recommendations;
- if the student receives an Unsatisfactory, a Remediation Program is created;
- successful completion of a Remediation Program is required before re-entry into student teaching;
- students utilize the next student teaching placement timeframe to complete the Remediation Program. Students must successfully complete the Remediation Program prior to student teaching again; and
- the student teacher is responsible for registering and paying SUNY Potsdam for the additional 6-credit hours.

12. Termination/Removal of a Student Teacher

- Failure to comply with the Remediation Program may result in removal from the program.
- Two grades of “S” within three placement opportunities are required to satisfy the student teaching requirements.
- When two grades of “S” are not achieved within three placement periods, the student will be dismissed and may contact Career Planning for career alternatives.
- If it is determined that an individual exhibits conduct unbecoming a teacher, or gives reasonable basis that the student is unfit to be a teacher, the student will be dismissed from the program.
- “Conduct” refers to behavior on and off campus as applicable to the Code of Conduct governing all students at SUNY Potsdam, and SUNY Potsdam reserves the right to dismiss a student teacher when professional judgment warrants.

Examples of Behavior that Would Result in Immediate Dismissal Include But Are Not Limited to:

- using corporal punishment;
- possession or consumption of alcohol, being under the influence;
- possession or consumption of drugs;
- being charged or convicted of a crime that could lead to 3020A charges; and
- harmful to self or others.

If a student is dismissed from student teaching, a committee will convene to review the circumstances and make recommendations (or a decision whether the student will continue in the program).

12. Application For Degree

- **Undergraduate** students need to access Application for Degree at <http://www.potsdam.edu/offices/registrar/graduation/index.cfm> and submit it at the beginning of the graduating semester to: SUNY Potsdam, Registrar’s Office, 44 Pierrepont Avenue, 313 Raymond Hall, Potsdam, NY 13676-2294 or fax to (315) 267-2157. Questions call 315-267-3100.
- **Graduate** students will receive the Application for Degree from the Graduate Office. Once completed, return it to the Graduate Office.

14. Health Fee Waiver

Students should obtain a Health Fee Waiver from the Student Health Services office in VanHousen if they are placed more than 35 miles from campus. Refer to the Intercollegiate Athletic Fee, Student Activity Fee and Fitness Center Fee according to the distance placed from campus: 0% placed within 35 miles from campus, 35% placed within 35-100 miles from campus and 50%

placed beyond 100 miles.

1. Reference File

Students should go to the Office of Career Planning, Sisson Hall, to open a “Reference File.”

16. Certification Requirements

- Complete HLTH 230 (includes: recognizing and reporting child maltreatment, preventing and responding to school violence, drug abuse prevention, child abduction prevention, safety and fire/arson prevention).
- Complete fingerprinting clearance application in TEACH account at www.highered.nysed.gov/tcert/teach.
- Pass LAST, ATS-W, and CST exams (to access study guides and application: www.nystce.nesinc.com).
- SUNY Potsdam awards degree in an approved program leading to certification.
- Create an account in the New York State Education Department TEACH system and apply for teacher certification on-line:
 1. go to <http://www.highered.nysed.gov/tcert/teach>;
 2. click on “self-registration” in the upper right corner of the page;
 3. click on “continue” in the bottom right corner of the page until it says “self-register now”; and
 4. complete the parts marked with a red star.
- Do not try to create a new TEACH account if you have already created one.
- **Be sure to keep your username and password where it can be accessed at a later date.**

My signature indicates that I have read and will comply with this Agreement.

Signature: _____

Print: _____ *Date:* _____